



USAID | INDIA
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038621R10011

ISSUANCE DATE: August 02, 2021

CLOSING DATE/TIME: August 24, 2021 / 23:59 hrs. Indian Standard Time (IST)

SUBJECT: Solicitation for a Cooperating Country National Personal Services Contractor (CCNPSC - Local Compensation Plan) - Acquisition and Assistance Specialist (Entry Level), FSN-09

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under a contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the General Information section of the solicitation.

Sincerely,

Alexander Bond

Alexander Bond
Contracting Officer

Digitally signed by Alexander

Bond

Date: 2021.07.31 12:43:55 -04'00'

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72038621R10011
- 2. ISSUANCE DATE:** August 02, 2021
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** August 24, 2021 / 23:59 hrs. Indian Standard Time (IST)
- 4. POINT OF CONTACT:** Ms. Vandana Sharma, Human Resources Specialist, e-mail at indiaper@usaid.gov
- 5. POSITION TITLE:** Acquisition and Assistance Specialist
- 6. MARKET VALUE:** The full performance level of this position is equivalent to FSN-11, which is between INR 2,076,202 – INR 3,181,559. However, if USAID's evaluation does not result in an award at the full performance level, USAID may make an award to a CCN at a lower level with contract options to place the contractor at each progressive level until the full performance level is reached.

The entry level of this position is equivalent to FSN-09, which is between INR 1,116,717 – INR 1,726,248 and the intermediate level of this position is equivalent to FSN-10, which is between INR 1,535,489 – INR 2,316,425.

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/India final compensation will be negotiated within the listed market value of the performance level for which the CCNPSC is selected.

- 7. PERIOD OF PERFORMANCE (*INCLUSIVE OF OPTIONS*):** Initially, five years Cooperating Country National Personal Services Contract will be issued, with the possibility of extension depending on the need, satisfactory performance, and funds availability. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of series of sequential contract; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.
- 8. PLACE OF PERFORMANCE:** New Delhi.
- 9. WORKING HOURS:** 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- 10. ELIGIBLE OFFERORS:** Cooperating Country Nationals - The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in India.
- 11. SECURITY LEVEL REQUIRED:** Security Clearance from the Embassy's Regional Security Office

12. STATEMENT OF DUTIES

This position is established as an Acquisition and Assistance Specialist “Ladder” position, which includes positions as the trainee level FSN-09 & FSN-10; and the full performance level of FSN-11.

At the full performance level, the CCN PSC will perform the following general duties:

- a. The Specialist (Full Performance Level/FPL) is responsible for providing professional level acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to guide designated Technical Offices, and/or DO Teams, through acquisition and assistance processes to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to be expert with regard to the full range of USAID instruments. The Specialist coordinates the development of A&A objectives for assigned portfolios, taking primary responsibility for all phases of the A&A process for complex actions. The Specialist performs complete A&A transactions for complex activities. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and assistants on basic principles of USG and USAID acquisition, assistance, general A&A management, A&A policy direction, new/changed procurement policies, etc., as required. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.
- b. The Specialist (FPL) must fully understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism, and to apply these requirements to make recommendations to the supervisor regarding the appropriate instrument type for the situation at hand. The Specialist works independently in the selection of the appropriate A&A instrument types to meet the Mission’s needs, and accurately applies United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist has an advanced knowledge of the procedures for acquisition of goods and services, for managing personal services and non-personal services contracting actions and managing and awarding assistance agreements.
- c. The Specialist (FPL) performs his/her assignments independently, seeking the guidance of the Contracting/Agreement Officer (CO/AO) for the most complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

- i. **Pre-Award Duties:** The Specialist assists the Technical/DO Teams with A&A planning and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to the CO/AO. The Specialist conducts pre-award activities for highly complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million dollar issues, often with significant political and/or legal implications.

The Specialist works with the requiring office to develop evaluation criteria and determine the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by the CO/AO. The Specialist ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist responds to offeror/applicant questions during the proposal submission phase; and determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with potential partners/stakeholders to fully explain the Agency's needs and discusses solicitation documents. The Specialist evaluates applications and offers for responsiveness to particular solicitations, guides DO Teams in the review of the applications or proposals, and obtains reports and references, ensuring that any past performance of the offeror is relevant and of a high quality. The Specialist develops pre-negotiation cost objectives for approval by the CO/AO. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver/deviation. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, makes a recommendation to the Contracting Officer/Regional Contracting Officer to establish the competitive range.

The Specialist negotiates with potential awardees; documents negotiations in writing; recommends the selected contractor/recipient; and prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist leads pre-award assessment surveys of potential contractors or recipients, ensuring that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts, in order to ensure eligibility prior to an

award being made. The Specialist prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented. The Specialist organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of A&A instruments are clear and well-understood by all parties. The Specialist provides support in debriefings to unsuccessful offerors.

- ii. **Post-Award Duties:** The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; works with CO/AO and CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the activity are met. The Specialist ensures timely submission of technical progress reports, and works with the COR to develop Contractor Performance Assessment Reports (CPARs) that are consistent with implementation progress and performance; makes periodic visits to contractor work sites, and represents the Office at performance-related meetings; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors are fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require it; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

The Specialist analyzes and takes action to resolve procurement system review and audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and presents documentation to the CO/AO for signature.

- iii. **Award Closeout:** The Specialist reviews completed (after physical completion) contract files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed; and, ensures that contracts nearing anniversaries or completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment. The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits

The Position Descriptions for each level are appended at the end of the Solicitation.

13. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**Full Performance Level (FSN-11):**

- a. Education: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required. Note: Additional education will NOT be substituted for Experience.
- b. Prior Work Experience: A minimum of five years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. Note: Additional experience will NOT be substituted for Education.
- c. Post Entry Training: In order to qualify at the FSN-11 level, the Specialist must be certified at the Federal Acquisition Certification in Contracting (FAC-C) Level - 1, and have additionally completed USAID Essential Elements in Assistance and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. FAC-C Level II & III courses may be provided, in person or on-line, over a period of time as a part of the continuing requirement for all A&A professionals to complete a minimum of eighty (80) Continuous Learning Points for every two-year period. In addition, the Specialist may be provided with formal or on-the-job training to keep abreast of changes in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Office and Mission operating and administrative procedures. Off-site formal training, if considered necessary, will be provided based on availability of course offerings, and availability of funds.
- d. Language Proficiency: ADS 438 and Interagency Language Roundtable (ILR) Level 4 (advanced professional proficiency, speaking and reading; see <https://www.govtillr.org/>) English and local language proficiency (if appropriate), both oral and written, is required.
- e. Job Knowledge: Knowledge of public and/or private-sector business processes is required. Professional level knowledge of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A professional level of knowledge of host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods is required.
- f. Skills and Abilities: The ability to independently plan and administer complex A&A activities and provide A&A support for Agency programs and projects in a timely

manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to complex acquisition and assistance programs, is required. Ability to manage the competition phase of new agreements and contracts and to perform cost or price analysis in both a competitive and non-competitive environment is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region, is required. Skill in the use of most elements of the Microsoft Business suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required.

Intermediate Performance Level (FSN-10):

- a. Education: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required. Note: Additional education will NOT be substituted for Experience.
- b. Prior Work Experience: A minimum of four years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working at a Fully Successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. Note: Additional experience will NOT be substituted for Education.
- c. Post Entry Training: Successful completion of all online courses required for Federal Acquisition Certification in Contracting (FAC-C) Level I, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. FAC-C Level I certification is not required to achieve the FSN -10 level, only that the required training has been completed in accordance with the ILTP. The Specialist will be provided additional formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) of courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Level I.
- d. Language Proficiency: ADS 438 and Interagency Language Roundtable (ILR) Level 4 (advanced professional proficiency, speaking and reading; see <https://www.govtilr.org/>) English and local language proficiency (if appropriate), both oral and written, is required.

- e. **Job Knowledge:** Knowledge of public and/or private-sector business processes is required. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a moderately complex acquisition and assistance portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods, is required.
- f. **Skills and Abilities:** The ability to semi-independently plan and administer A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving moderate complexities, is required. The ability to manage the competition phase of new agreements and contracts of moderate complexity, and to perform cost or price analysis in both a competitive and non-competitive environment, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region, is required. Skill in the use of most elements of the Microsoft Business suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required.

Entry Level (FSN-9):

- a. **Education:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required. Note: Additional education will NOT be substituted for Experience.
- b. **Prior Work Experience:** A minimum of three years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. Note: Additional experience will NOT be substituted for Education.
- c. **Post Entry Training:** There are no specific pre-entry training requirements for this entry level position. The Specialist will be provided formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal

and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) of courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Level I. At a minimum, the ILTP must include all of the online courses required for FAC-C level I certification, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or the equivalent. It is not expected that FAC-C Level I certification will be obtained at the FSN-09 level, only that the required training has been completed in accordance with the ILTP.

- d. Language Proficiency: ADS 438 and Interagency Language Roundtable (ILR) Level 4 (advanced professional proficiency, speaking and reading; see <https://www.govtilr.org/>) English and local language proficiency (if appropriate), both oral and written, is required.
- e. Job Knowledge: Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types.
- f. Skills and Abilities: The ability to plan and administer simple A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving few complexities, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid to high-level representatives of the US, local, and regional business community, and with colleagues in USAID Missions and/or host governments throughout the region, is required. Skill in the use of most elements of the Microsoft Office suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required.

III. EVALUATION AND SELECTION FACTOR

Offerors seeking consideration for the full performance level will be considered in isolation first, and only if no acceptable offeror is found at that level, the Technical Evaluation Committee (TEC) will proceed to review offerors at the lower levels. The TEC will consider all offerors below the full performance level on an equal basis for their demonstrated potential to rise to the full performance level.

- a) **SELECTION FACTORS** (Determines basic eligibility for the position. Offerors who do not meet all of the selection factors are considered NOT qualified for the position.)

- Submission of a current resume, with complete contact information. See Section IV (Submitting an Offer) below for details.
- Application for Employment as a Locally Employed (LE) Staff or Family member (form DS-174)
- Must not appear as an excluded party in the System for Award Management (SAM.gov);
- Satisfactory verification of academic credentials.

Offerors that do not meet minimum qualifications will not be evaluated further.

EVALUATION FACTORS (EF)

EF 1. Relevant Education, job knowledge and professional experience (15 points):

- Education as in Section II a.
- Knowledge of US Federal and USAID Acquisitions Regulations, understanding of how to execute and administer a complex acquisition and assistance portfolio is required, particularly as it relates to acquisition through methods of negotiation, small purchase procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to programs/projects/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desired.
- Preferably two years of experience with an international organization, government, or non-government organization.

EF 2. Analytical, writing, and computer skills (written test - 35 points):

- The ability of having a Good analytical and time management skills, along with strong proofreading skills and attention to detail, are required.
- The ability to work calmly and effectively under pressure.
- Efficient with computer skills.

EF 3. Interview and Oral Communication (50 points)

- Response to the interview questions on work experience, required skills, technical knowledge, and Interpersonal Skills

b. SELECTION CRITERIA:

Candidates will be evaluated and ranked on the following selection criteria to a maximum score of 100 points.

- Education, Job knowledge and Experience (15 points)
- Analytical, writing, and computer skills (35 points)
- Interview and Oral Communication (50 points)

c. SELECTION PROCESS:

After an initial screening of applications, qualified applicants will be invited to take an analytical, writing, and computer skills test. After the test, candidates will be reviewed, and the

most highly scored candidates invited for interviews. Reference checks will be performed for the highly rated candidate.

IV. **SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit form DS-174 (Application for Employment as a Locally Employed Staff or Family member(attached). **Please note: Must answer all the questions in DS-174 application form.** You may also click the link below to access the above form:
http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc.
1. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
2. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
3. As this solicitation is for a “ladder” position, Offerors must identify the FSN-equivalent level at which level(s) the Offeror wants to be considered. If the TEC determines that an Offeror is not qualified at the position level(s) the Offeror identified, the Offeror will not be considered further unless the Offeror identified is willing to be considered at any lower level(s). An offeror who fails to identify any level for consideration, will be evaluated only against the full performance level.

V. **LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Instructions and forms related to mandatory security clearance.
2. Instructions and forms related to mandatory pre-employment medical examination and clearance.

Note: The selected candidate must attain a U.S. Government security and medical clearances (as indicated above). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain Medical clearance and Security Clearance will be provided once a job offer is made and accepted. You must be available to start work within 30 days as soon as valid medical and security clearance are obtained.

VI. **BENEFITS AND ALLOWANCES**

The successful candidate will be explained in detail about the benefits and allowances for Cooperating Country National employees as per the Mission Policy.

VII. TAXES

The Mission does not assume any obligation or responsibility to withhold local income taxes from LE Staff salaries. LE Staff are fully responsible for accurately reporting taxable income to tax authorities and paying income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$	\$_TBD at Award after negotiations with Contractor_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$	\$_TBD at Award after negotiations with Contractor_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct.

4. PSC Ombudsman - The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <http://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>. The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

NOTES:

Probationary Period: This is the initial period of employment with the U.S. Mission during which Locally Employed Staff (including Cooperating Country National) demonstrate their qualifications for continued employment. The probationary period for Mission India is one year. Staff may be separated without notice or with appropriate notice, during or at the end of the probationary period, with or without specific cause.

The internal employees currently serving their probationary period are not eligible to apply. The internal employees who have moved to a new position (any time after completing their initial probationary period) are required to be in their present position for not less than one year before applying for another USG position.

Relocation and Housing: Applicants living outside New Delhi / NCR must note that if selected for the position, no resettlement travel or housing benefit/allowance is associated with the position. It would be the candidate's responsibility to make his/her own arrangements to travel to New Delhi in a timely manner for the mandatory pre-employment clearances and subsequently for joining.

Age Requirement: As per the Mission policy, the mandatory retirement age for Cooperating Country National employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
	USAID	
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Position No.: _____ Title: _____ Series: _____ Grade: _____ </div> <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	Acquisition and Assistance Specialist (Entry Level), FSN-0810	9		
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
Acquisition and Assistance Specialist	
8. OFFICE/SECTION:	a. First Subdivision:
Regional/Mission Office of Acquisition and Assistance	
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION			
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.		
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. NB: Prior to issuing a solicitation, the Mission must determine that at the end of training, a need for the full performance level position is anticipated.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.		
Typed Name and Signature of OFFICE CHIEF or MISSION DIRECTOR Date (mm-dd-yy)	Typed Name and Signature of Executive Officer Date (mm-dd-yy)		

13. BASIC FUNCTION OF POSITION

The Acquisition and Assistance Specialist (Entry Level/EL) is located in the Regional/Mission Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer, by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to such instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts A&A solicitation documents; performs cost and price analysis; analyzes A&A offers or applications received; drafts A&A award instruments and modifications; analyzes budgets; recommends special A&A award requirements; writes memoranda of negotiation; and, prepares other required documentation. The Specialist maintains up-to-date A&A files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeout. The Specialist provides guidance to supported Teams related to A&A award modifications. The Specialist is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

This is a Standard Position Description covering A&A Ladder positions worldwide. Contract “ladder” awards are typically made at a level below the full performance level, where the selected CCNPSC demonstrates high potential to achieve the full performance grade level, but cannot meet the full training and/or experience requirements of the full-performance position description at the time of award. The following Major Duties and Responsibilities are representative of the occupation and not a specific description of any one job.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

- a. The Specialist (Entry Level/EL) is responsible for providing basic acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs/projects/activities are diverse and multi-sectoral. These programs/projects/activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Inter Agency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide diversified experience as a foundation for future responsibility. The Specialist performs complete A&A transactions for activities involving few complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.
- b. The Specialist (EL) is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignments provides exposure to the acquisition of goods and various types of services. The Specialist will become equally familiar with the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.
- c. The Specialist (EL) performs assignments under the guidance of higher-level Specialists/Officers, and with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, and supporting documentation. The Specialist will develop the ability to provide well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific developmental duties include:

i. Pre-Award Duties: The Specialist participates in meetings on A&A planning; collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. The Specialist prepares solicitation documents in GLAAS, and electronically posts solicitations; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR publicizing requirements, including publication of synopses and solicitations, as prescribed. The Specialist works with higher-level Specialists/Officers to prepare Requests for Proposal and Notices of Funding Opportunities. The Specialist assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made. The Specialist directly performs simple procurement actions for supplies or services below the simplified acquisition threshold (SAT) that require limited use of negotiation techniques and analysis.

ii. Post-Award Duties: The Specialist assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in the assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, under the guidance of higher-level Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

iii. Award Closeout: The Specialist assists in the closeout process for acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required. *Note: Additional education will NOT be substituted for Experience.*

b. Prior Work Experience: A minimum of three years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for Education.*

c. Post Entry Training: There are no specific pre-entry training requirements for this entry level position. The Specialist will be provided formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) of courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Level I. At a minimum, the ILTP must include all of the online courses required for FAC-C level I certification, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or the equivalent. It is not expected that FAC-C Level I certification will be obtained at the FSN-09 level, only that the required training has been completed in accordance with the ILTP.

d. Language Proficiency: ADS 438 and Interagency Language Roundtable (ILR) Level 4 (advanced professional proficiency, speaking and reading; see <https://www.govtilr.org/>) English and local language proficiency (if appropriate), both oral and written, is required.

e. Job Knowledge: Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types.

f. Skills and Abilities: The ability to plan and administer simple A&A activities, and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving few complexities, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and regional business community, and with colleagues in USAID Missions and/or host governments throughout the region, is required. Skill in the use of most elements of the Microsoft Office suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required.

16. POSITION ELEMENTS

a. Supervision Received: The Acquisition and Assistance Specialist works under the general supervision of the CO/AO or a higher-level Acquisition and Assistance Specialist, who makes assignments with general instructions about what is to be done, time frames, and priorities, including discussing anticipated problems. When aspects of the work are new or unusual, the Supervisor specifies sources of information or precedents. The Specialist will independently initiate necessary coordination with requesting Mission Contracting Officer and/or Agreement Officer Representatives (CORs/AORs), technical offices, Office of Financial Management (OFM), and DO Teams, providing basic policy guidance on how to best fulfill requirements, but must obtain advice from the supervisor or senior specialist about unanticipated problems. The Specialist will keep the higher-level Specialist/Officer, and/or the CO/AO, updated through status reports and verbal briefings. The supervisor or a higher grade contract specialist monitors the work in progress, and reviews the recommendations made by the Specialist to ensure that adequate analysis has been made, and that the recommendations are supported by sound judgment and adequate justification.

b. Supervision Exercised: This is a non-supervisory position.

c. Available Guidelines: At this level the Specialist will be introduced to the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), 2 CFR 200 and 700, the Automated Directives System (ADS), USAID policies, US Department of State Standardized Regulations (DSSR), Federal Travel Regulations (FTR), Mission Orders, etc. Guidelines often are not directly applicable to the task at hand, and the Specialist will use limited judgment in their application, requesting guidance in cases where the Specialist has not used the particular guideline in the past.

d. Exercise of Judgment: The Specialist will exercise limited judgment in handling pre-award and post-award actions, when advising CORs/AORs and Mission staff, and when interacting with Implementing Partners (IPs) to resolve issues arising during program/project/activity implementation. The Specialist must apply good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and recipients; and, in deciding what questions need to be asked of client Mission representatives and

potential contractors/recipients, to ensure A&A objectives are achieved. The Specialist uses judgment in recommending among authorized A&A methods and techniques, and in the application of regulations and procedures. The supervisor is consulted when guidelines are not directly applicable or deviations are proposed.

e. Authority to Make Commitments: At this level, the Specialist will primarily participate in discussions and negotiations with potential contractors and grantees to reach agreement on statements of work/program descriptions and budgets, under the guidance of a higher-level Specialist/CO/AO. The Specialist may be delegated the authority to conclude negotiations and to structure the final terms and conditions of less-complex USAID acquisition and assistance awards. The agreements will be reviewed by a higher-level Specialist or CO/AO, and approved and signed by a warranted CO/AO, in order to obligate funds. The Specialist is not authorized to make formal commitments.

f. Nature, Level, and Purpose of Contacts: The Specialist is in daily contact with staff throughout the Mission, IPs, potential IPs, visitors, and mid-level officials from both the public and private sectors in order to exchange and/or collect information, and to provide advice relating to program implementation.

g. Time Expected to Reach Full Performance Level: Fully Successful performance at the FSN-9 level may be achieved in one year. However, this will not necessarily indicate that the Specialist has demonstrated all of the Job Knowledge or Skills and Abilities necessary to be placed at the FSN-10 level.

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
	USAID	
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION	
<input type="checkbox"/> a. Reclassification of duties: This position replaces	
Position No.:	Title: Series: Grade:
<input type="checkbox"/> b. New Position	
<input checked="" type="checkbox"/> c. Other (explain):	

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	Acquisition and Assistance Specialist (Intermediate Level), FSN-0810	10		
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
Acquisition and Assistance Specialist	
8. OFFICE/SECTION:	a. First Subdivision:
Regional/Mission Office of Acquisition and Assistance	
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION	
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. NB: Prior to issuing a solicitation, the Mission must determine that at the end of training, a need for the full performance level position is anticipated.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Typed Name and Signature of OFFICE CHIEF or MISSION DIRECTOR Date (mm-dd-yy)	Typed Name and Signature of Executive Officer Date (mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The Acquisition and Assistance Specialist (Intermediate Level/IL) is located in the Regional/Mission Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer (CO/AO), by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to procurement instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts A&A solicitation documents; performs cost and price analysis; analyzes A&A offers or applications received; drafts A&A award instruments and modifications; analyzes budgets; recommends special A&A award requirements; writes memoranda of negotiation; and, prepares other required documentation. The Specialist maintains up-to-date A&A files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeout. The Specialist provides guidance to supported Teams related to award modifications. The Specialist is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

This is a Standard Position Description covering A&A Ladder positions worldwide. Contract “ladder” awards are typically made at a level below the full performance level, where the selected CCNPSC demonstrates high potential to achieve the full performance grade level, but cannot meet the full training and/or experience requirements of the full-performance position description at the time of award. The following Major Duties and Responsibilities are representative of the occupation and not a specific description of any one job.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

a. The Specialist (Intermediate Level/IL) is responsible for providing acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to provide assistance with acquisition and assistance processes to designated Technical Offices, and/or DO Teams, and to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide more advanced experience with the intent that the Specialist will be responsible for all phases of the A&A process for complex actions in the future. The Specialist performs complete A&A transactions for activities involving moderate complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

b. The Specialist (IL) must understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism, and apply these requirements to make recommendations to the supervisor or higher level Specialist/Officer regarding the appropriate instrument type for the situation at hand. The Specialist is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist should have an operating knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.

c. The Specialist (IL) performs his/her assignments semi-independently, seeking the guidance of higher-level Specialists/Officers for more complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting

documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

i. Pre-Award Duties: The Specialist assists the Technical/DO Teams with A&A planning, and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. With limited assistance, the Specialist conducts pre-award activities for moderately complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions.

The Specialist advises on the adequacy of evaluation criteria and the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by higher-level Specialists/Officers. The Specialist, with assistance as necessary from higher-level Specialists/Officers, ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist assists in the development of pre-negotiation cost objectives in conjunction with the CO/AO or higher level Specialist; recommends the competitive range; negotiates with potential awardees with guidance from higher-level Specialists/Officers; documents negotiations in writing; assists in technical and cost evaluations; recommends the selected contractor and prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist works with higher-level Specialists/Officers on pre-award assessment surveys of potential contractors or recipients in order to ensure eligibility prior to an award being made. The Specialist, with limited assistance, prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented.

ii. Post-Award Duties: The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, with assistance as needed from higher-level Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist researches and makes recommendations to resolve issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

iii. Award Closeout: The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required. *Note: Additional education will NOT be substituted for Experience.*
- b. Prior Work Experience: A minimum of four years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working at a Fully Successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for Education.*
- c. Post Entry Training: Successful completion of all online courses required for Federal Acquisition Certification in Contracting (FAC-C) Level I, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. FAC-C Level I certification is not required to achieve the FSN -10 level, only that the required training has been completed in accordance with the ILTP. The Specialist will be provided additional formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) of courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Level I.
- d. Language Proficiency: ADS 438 and Interagency Language Roundtable (ILR) Level 4 (advanced professional proficiency, speaking and reading; see <https://www.govtilr.org/>) English and local language proficiency (if appropriate), both oral and written, is required.
- e. Job Knowledge: Knowledge of public and/or private-sector business processes is required. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a moderately complex acquisition and assistance portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods, is required.
- f. Skills and Abilities: The ability to semi-independently plan and administer A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving moderate complexities, is required. The ability to manage the competition phase of new agreements and contracts of moderate complexity, and to perform cost or price analysis in both a competitive and non-competitive environment, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region, is required. Skill in the use of most elements of the Microsoft Business suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required.

16. POSITION ELEMENTS

- a. Supervision Received: The Acquisition and Assistance Specialist works under the general supervision of the CO/AO or a higher-level Acquisition and Assistance Specialist/Contracting Officer, who assigns work in terms of

objectives and priorities; assistance is provided on new or unusual assignments. The Specialist exercises initiative and judgment in developing and coordinating the A&A package up to recommendation for award, in accordance with standard practices and established procedures. The Specialist will independently initiate necessary coordination with requesting Mission CORs/AORs, Technical Offices, Office of Financial Management (OFM), and DO Teams, providing policy guidance on how to best fulfill requirements, obtaining advice from the supervisor or senior specialist on unanticipated problems or complex issues. The Specialist will keep the higher-level Specialist/Officer, and/or the CO/AO and/or his/her designee, updated through status reports and verbal briefings. The supervisor or a higher grade contract specialist reviews the recommendations made by the Specialist to ensure that adequate analysis has been made, and that the recommendations are supported by sound judgment and adequate justification.

b. Supervision Exercised: This is a non-supervisory position.

c. Available Guidelines: At this level the Specialist will be introduced to the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), 2 CFR 200 and 700, the Automated Directives System (ADS), USAID policies, US Department of State Standardized Regulations (DSSR), Federal Travel Regulations (FTR), Mission Orders, etc. Guidelines often are not directly applicable to the task at hand, and the Specialist is expected to use limited judgment in their application, requesting guidance in cases where the Specialist has not used the particular guideline in the past.

d. Exercise of Judgment: The Specialist will exercise a developed degree of judgment in handling pre-award and post-award actions, when advising CORs/AORs and Mission staff, and when interacting with implementing partners (IPs) to resolve issues arising during program/project/activity implementation. The Specialist must apply good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and recipients; and, in deciding what questions need to be asked of client Mission representatives and potential contractors/ recipients, to ensure A&A objectives are achieved. The Specialist uses judgment in selecting among authorized A&A methods and techniques, and in the application of regulations and procedures. The supervisor is consulted when decisions on very complex issues are needed or deviations are proposed.

e. Authority to Make Commitments: The Specialist is required to hold discussions and negotiations with potential contractors and grantees to reach agreement on statements of work/program descriptions and budgets. The Specialist has the authority to conclude negotiations and to structure the final terms and conditions of USAID acquisition and assistance instruments, as assigned as long as they are within the approved pre-negotiation objectives. The agreements must be approved and signed by a warranted Contracting Officer/Regional Contracting Officer, in order to obligate funds. The Specialist is not authorized to make formal commitments.

f. Nature, Level, and Purpose of Contacts: The Specialist is in daily contact with staff throughout the Mission, with managers of any serviced Missions/Offices in the Region, IPs, potential IPs, visitors, and mid-level officials from both the public and private sectors, in order to exchange and/or collect information, and to provide advice relating to program implementation.

g. Time Expected to Reach Full Performance Level: Fully Successful performance at the FSN-10 level should be achieved in one year, however, this will not necessarily indicate that the Specialist has demonstrated all of the Job Knowledge or Skills and Abilities necessary to be placed at the FSN-11 level.

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
	USAID	
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Position No.: _____ Title: _____ Series: _____ Grade: _____ </div>
<input type="checkbox"/> b. New Position
<input checked="" type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	Acquisition and Assistance Specialist (Full Performance Level), FSN-0810	11		
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
Acquisition and Assistance Specialist	
8. OFFICE/SECTION: Regional/Mission Office of Acquisition and Assistance	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION			
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.		
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. NB: Prior to issuing a solicitation, the Mission must determine that at the end of training, a need for the full performance level position is anticipated.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.		
Typed Name and Signature of OFFICE CHIEF or MISSION DIRECTOR Date (mm-dd-yy)	Typed Name and Signature of Executive Officer Date (mm-dd-yy)		

13. BASIC FUNCTION OF POSITION

The Acquisition and Assistance Specialist (Full Performance Level/FPL) is located in the Regional/Mission Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer (CO/AO), by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to procurement instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts requests for proposal or quotations; performs cost and price analysis; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes budgets; recommends special contract requirements; writes Memoranda of Negotiation; and, prepares other required documentation. The Specialist maintains up-to-date contract files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeouts. The Specialist provides guidance to supported Teams related to award modifications.

This is a Standard Position Description covering A&A Ladder positions worldwide. Contract “ladder” awards are typically made at a level below the full performance level, where the selected CCNPSC demonstrates high potential to achieve the full performance grade level, but cannot meet the full training and/or experience requirements of the full-performance position description at the time of award. The following Major Duties and Responsibilities are representative of the occupation and not a specific description of any one job.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

- a. The Specialist (Full Performance Level/FPL) is responsible for providing professional level acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to guide designated Technical Offices, and/or DO Teams, through acquisition and assistance processes to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to be expert with regard to the full range of USAID instruments. The Specialist coordinates the development of A&A objectives for assigned portfolios, taking primary responsibility for all phases of the A&A process for complex actions. The Specialist performs complete A&A transactions for complex activities. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and assistants on basic principles of USG and USAID acquisition, assistance, general A&A management, A&A policy direction, new/changed procurement policies, etc., as required. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.
- b. The Specialist (FPL) must fully understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism, and to apply these requirements to make recommendations to the supervisor regarding the appropriate instrument type for the situation at hand. The Specialist works independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and accurately applies United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist has an advanced knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.
- c. The Specialist (FPL) performs his/her assignments independently, seeking the guidance of the Contracting/Agreement Officer (CO/AO) for the most complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program

descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

i. Pre-Award Duties: The Specialist assists the Technical/DO Teams with A&A planning and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to the CO/AO. The Specialist conducts pre-award activities for highly complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications.

The Specialist works with the requiring office to develop evaluation criteria and determine the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by the CO/AO. The Specialist ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist responds to offeror/applicant questions during the proposal submission phase; and, determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with potential partners to fully explain the Agency's needs, and discusses solicitation documents. The Specialist evaluates applications and offers for responsiveness to particular solicitations, guides DO Teams in the review of the applications or proposals, and obtains reports and references, ensuring that any past performance of the offeror is relevant and of a high quality. The Specialist develops pre-negotiation cost objectives for approval by the CO/AO. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver/deviation. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, makes a recommendation to the Contracting Officer/Regional Contracting Officer to establish the competitive range.

The Specialist negotiates with potential awardees; documents negotiations in writing; recommends the selected contractor/recipient; and, prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist leads pre-award assessment surveys of potential contractors or recipients, ensuring that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts, in order to ensure eligibility prior to an award being made. The Specialist prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented. The Specialist organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of A&A instruments are clear and well-understood by all parties. The Specialist provides support in debriefings to unsuccessful offerors.

ii. Post-Award Duties: The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; works with CO/AO and CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the activity are met. The Specialist ensures timely submission of technical progress reports, and works with the COR to develop Contractor Performance Assessment Reports (CPARs) that

are consistent with implementation progress and performance; makes periodic visits to contractor work sites, and represents the Office at performance-related meetings; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors are fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require it; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

The Specialist analyzes and takes action to resolve procurement system review and audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and, presents documentation to the CO/AO for signature.

iii. Award Closeout: The Specialist reviews completed (after physical completion) contract files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed; and, ensures that contracts nearing anniversaries or completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment. The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required. *Note: Additional education will NOT be substituted for Experience.*

b. Prior Work Experience: A minimum of five years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for Education.*

c. Post Entry Training: In order to qualify at the FSN-11 level, the Specialist must be certified at the Federal Acquisition Certification in Contracting (FAC-C) Level - 1, and have additionally completed USAID Essential Elements in Assistance and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. FAC-C Level II & III courses may be provided, in person or on-line, over a period of time as a part of the continuing requirement for all A&A professionals to complete a minimum of eighty (80) Continuous Learning Points for every two-year period. In addition, the Specialist may be provided with formal or on-the-job training to keep abreast of changes in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Office and Mission operating and administrative procedures. Off-site formal training, if considered necessary, will be provided based on availability of course offerings, and availability of funds.

d. Language Proficiency: ADS 438 and Interagency Language Roundtable (ILR) Level 4 (advanced professional proficiency, speaking and reading; see <https://www.govtldr.org/>) English and local language proficiency (if appropriate), both oral and written, is required.

e. Job Knowledge: Knowledge of public and/or private-sector business processes is required. Professional level knowledge of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A professional level of knowledge of host-country and regional markets pertaining to

program/project/activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods is required.

f. **Skills and Abilities:** The ability to independently plan and administer complex A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to complex acquisition and assistance programs, is required. Ability to manage the competition phase of new agreements and contracts and to perform cost or price analysis in both a competitive and non-competitive environment is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region, is required. Skill in the use of most elements of the Microsoft Business suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required.

16. POSITION ELEMENTS

a. **Supervision Received:** The CO/AO, and/or his/her designee, makes assignments in terms of a portfolio of A&A actions to be performed. The Specialist plans and implements the procurement approach, and exercises initiative and judgment in developing and coordinating the A&A package up to recommendation for award. The Specialist will independently initiate necessary coordination with requesting Mission CORs/AORs, Technical Offices, Office of Financial Management (OFM), DO Teams, and legal officers, providing policy guidance on how to best fulfill requirements, obtaining advice from the supervisor on unanticipated problems or complex issues when necessary. The Specialist will keep the CO/AO and/or his/her designee, informed of progress, potentially controversial issues, or matters that affect policy. The supervisor reviews the final work product of the Specialist to ensure that thorough analysis has been made, and that the determinations are supported by sound judgment and adequate justification. The Specialist has considerable latitude in dealing with problems arising during pre-award or post-award phases of the action.

b. **Supervision Exercised:** This is a non-supervisory position, but the Specialist provides support and guidance to lower level Specialists. Continuing supervision of other office staff is not contemplated.

c. **Available Guidelines:** At this level the Specialist will be familiar with the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), 2 CFR 200 and 700, the Automated Directives System (ADS), USAID Policies, US Department of State Standardized Regulations, Federal Travel Regulations (FTR), Mission Orders, etc. Guidelines often are not directly applicable to the task at hand, and the Specialist will use judgment in their application, requesting guidance in cases where the Specialist has not used the particular guideline in the past.

d. **Exercise of Judgment:** The Specialist will exercise a developed degree of judgment in handling pre-award and post-award actions, when advising CORs/AORs and Mission staff, and when interacting with IPs to resolve issues arising during program/project/activity implementation. The Specialist must apply good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and recipients; and, in deciding what questions need to be asked of client Mission representatives and potential contractors/ recipients, in order to ensure achievement of A&A objectives. The Specialist uses judgment in selecting among authorized A&A methods and techniques, and in the application of regulations and procedures. The supervisor is consulted when decisions on very complex issues are needed or deviations are proposed.

e. **Authority to Make Commitments:** The Specialist is required to hold discussions and negotiations with potential contractors and grantees to reach agreement on statements of work/program descriptions and budgets. The Specialist has the authority to conclude negotiations and to structure the final terms and conditions of USAID acquisition and assistance instruments, as assigned, as long as they are within the approved pre-negotiation

objectives. The awards must be approved and signed by a warranted CO/AO in order to obligate funds. The Specialist is not authorized to make formal commitments.

f. Nature, Level, and Purpose of Contacts: The Specialist is in daily contact with staff throughout the Mission, with managers of any serviced Missions/Offices in the Region, IPs, potential IPs, visitors, and mid-level officials from both the public and private sectors in order to exchange and/or collect information, and to provide advice relating to program implementation.

g. Time Expected to Reach Full Performance Level: Fully Successful performance at the FSN-11 level should be achieved in one year. Although this is the full performance level of this “ladder” position, the Specialist is required to continue his/her professional development.